

ARMIDALE & DISTRICT FAMILY DAY CARE

Safe Arrival of Children Policy and Procedure

<p>Related documentation</p> <p>Policies:</p> <p>National Regulation/s:</p> <p>National Quality Standards:</p> <p>Related procedures:</p> <p>References:</p>	<p>Providing a Child Safe Environment Child Safe Policy Delivery and Collection of Children and Parental Access Authorisations and Refusals Dealing with Medical Conditions Emergency Evacuation/Lockdown Privacy</p> <p>Education and Care Services National Regulations 165, 167, 175, 167, 99, 100, 101, 102, 102AAB, 102AAC, 102C, 102D, 122, 123, 124, 160, 161, 168, 169, 170, 171, 172</p> <p>NQS 2.2, 2.2.1, 2.2.2, 2.2.3, 7.1, 7.1.1, 7.1.2</p> <p>Workplace Health and Safety Administering Medication</p> <p>NSW Office of the Children’s Guardian ACECQA Policy and Procedure Guidelines – Safe Arrival of Children ACECQA Information Sheet – Safe Arrival of Children Kids and Traffic Early Childhood Road Safety Education Program</p>
Date effective	April 2024
Date for review	April 2026
Purpose	To ensure that AFDC has policies and procedures in place for the safe arrival of children who travel to or from AFDC education and care services.
Responsibility	Board of Directors, Management, Nominated Supervisor, Coordinators, Responsible Persons, Educators and Families.

Policy

Policy Statement:

Armidale Family Day Care is committed to the safe arrival of children during travel between the school setting and outside school hours care. We have detailed processes, procedures and practices in this regard and ensure that all educators and staff implement them.

Key information:

The safety and wellbeing of children is paramount, and Armidale Family Day Care will use its best endeavours to ensure that appropriate measures are in place to protect children from harm or hazard, including during the time children are travelling to or from Armidale Family Day Care services.

The travel of children to and from an Armidale Family Day Care service requires specific attention in order to safeguard children during their transition between services and other educational settings.

This policy and the related procedure endeavours to safeguard children, particularly during busy times when they are travelling between services and other educational settings.

Armidale Family Day Care acknowledge the important role played by our educators and staff. Educators and staff have a clear understanding of who holds the duty of care when children travel between schools and education and care settings.

Armidale Family Day Care has clearly defined roles and use effective communication to ensure that management, educators and staff are aware of their responsibilities in relation to the travel of children to and from the service.

Being prepared and knowing the risks involved when children travel to or from Armidale Family Day Care services is vital. Risk assessments identify the risks involved during this time moving to or from the service.

AFDC will make this policy available to all parties in our service. AFDC will ensure all new and existing educators, staff and volunteers are familiar with the policy through induction and ongoing training.

Procedure**Safe Arrival of Children Procedure****Responsibilities of the Approved Provider:**

- To ensure that AFDC's obligations under the Education and Care Services National Law and National Regulations are met.
- To ensure that policies and procedures are in place within AFDC for the safe arrival of children to and from an education or early childhood service to any AFDC service.
- To conduct a risk assessment to ensure the health, safety and wellbeing of children in relation to safe arrivals. This risk assessment must be conducted annually or as soon as practicable after becoming aware of any circumstances that may affect the safe arrival of children.
- To update policies and procedures as soon as practicable if a risk is identified relating to a child's travel or there is a change of circumstances for the child.
- To keep a record of each risk assessment conducted for 3 years.
- To use a collaborative approach in consulting with all stakeholders so that all individuals clearly understand their roles and responsibilities regarding the safe arrival of children.
- To ensure that an attendance record is kept containing:

- each child's name;
- the date and time they arrive and departs, and
- the signature/ pin of the person who delivers or collects the child, a nominated supervisor or educator (regulation 158)
- To take reasonable steps to ensure that nominated supervisors, educators and staff are aware of, access, and use the risk assessment to manage risks and maintain the safety of children during travel to or from services.
- To ensure systems are in place so that children only leave education and education and care services:
 - If they are given into the care of a parent, an authorised nominee, or a person authorised by the person or authorised nominee
 - in accordance with the written authorisation of the child's parent or authorised nominee
 - if they are taken on an excursion or on transportation provided or arranged by the service, with written authorisation from the parent or authorised nominee
 - if they are given into the care of a person or taken outside the service because the child requires medical, hospital or ambulance care or treatment, or because of another emergency (regulation 99)
- To ensure that an enrolment record is kept for each child which contains the information set out in regulations 160 and 161, including authorisations from families.
- To ensure all supervision requirements are met during delivery of children to, and collection from, the services, including relevant educator to child ratios (regulations 122,123& 124).
- To ensure, should any incidents occur relating to the safety of children during travel, (e.g. a child cannot be accounted for) that the response meets all regulatory requirements, including implementing Incident, injury, trauma and illness policies and procedures (regulations 86 and 87).
- To take reasonable steps to ensure that nominated supervisors, educators, staff and volunteers follow the Safe arrival of children policy and procedures.
- To ensure that copies of the policy and procedures are readily accessible to nominated supervisors, co-ordinators, educators and staff, and available for inspection.
- To notify families at least 14 days before changing the policy or procedures if the changes will:
 - affect the fees charged or the way they are collected or
 - significantly impact the service's education and care of children or
 - significantly impact the family's ability to utilise the service.

Responsibilities of Nominated Supervisor/ Responsible Person and Coordination Unit:

- To implement the Safe arrival of children policy and procedures.
- To ensure that an attendance record is kept with each child's name; the date and time they arrive and depart; and the signature of the person who delivers or collects the child, a nominated supervisor or educator (regulation 158).
- To ensure that a risk assessment is conducted to identify and address any risks that a child's travel may pose; the risk assessment must clearly state who holds the duty of care for children during these periods of travel.

- To take reasonable steps to ensure that educators and staff are aware of, access and use the risk assessment to manage risks and maintain the safety of children during periods of travel.
- To implement systems so that children only leave the service premises:
 - if they are given into the care of a parent, an authorised nominee or a person authorised by the parent
 - in accordance with the written authorisation of the child's parent or authorised nominee.
 - if they are taken on an excursion or on transportation provided or arranged by the service, with written authorisation from the parent or authorised nominee
 - if they are given into the care of a person or taken outside the premises because the child requires medical, hospital or ambulance care or treatment, or because of another emergency (regulation 99)
- To ensure that an enrolment record is kept for each child which contains the information set out in regulations 160 and 161, including authorisations from families.
- To ensure all supervision requirements are met during travel to and from the service premises, including relevant educator to child ratios (regulations 122, 123 & 124)
- Should any incidents occur relating to the safety of children during travel between the service and an education or early childhood service, (e.g. a child cannot be accounted for) to ensure that the response meets all regulatory requirements, including implementing your Incident, injury, trauma and illness policy and procedures (regulations 86 and 87).

Responsibilities of AFDC Educators:

- To be aware of and follow the Safe arrival of children policy and procedures.
- To ensure that a risk assessment is conducted to identify and assess any risks during a child's travel between the service and any other education or early childhood service and clearly state who holds the duty of care for children during these periods of travel.
- To keep attendance records with each child's name and the date and time they arrive and depart. To sign the record if the signature/pin of the person who delivers the child cannot reasonably be obtained.
- To ensure that, when leaving the service, children are:
 - given into the care of a parent, an authorised nominee or a person authorised by the parent
 - given into the care of a person in accordance with the written authorisation of the child's parent or authorised nominee
- To ensure that an enrolment record is kept for each child which contains the information set out in regulations 160 and 161, including authorisations from families.
- To ensure that all supervision requirements are met during travel to and from the service, including relevant educator to child ratios (regulations 122 and 123 & 124).
- To communicate any changes to the travel routine (e.g. a different walking route is proposed due to inclement weather) to the nominated supervisor.

Responsibilities of Families:

- To be aware of and follow the Safe arrival of children policy and procedures.

- To remain up to date with the service's practices related to the travel of children between the service and any other education or early childhood service, including knowledge of who holds the duty of care for children during periods of travel.
- To provide authorisations in their child's enrolment form and ensure the information is kept up to date.
- To complete the attendance record when their child arrives and leaves, including: their child's name; the date and time they arrive and depart; and their signature or pin.
- To communicate any changes to their circumstances that may impact a service practices related to the travel of children between the service and any other education or early childhood service, for example if their child will be absent from school and will not be attending the service.
- To provide written authorisation should they require a person (other than the people listed in the enrolment record) to collect their child from the service.
- To communicate with AFDC regarding their needs for their child's travel.

Transition by Walking

The approved provider requires that each family day care educator who walks with enrolled children follow the highest safety procedures to ensure that all children enter and exit the registered residence (or approved venue) and the other education and care services without incident.

Leaving a registered residence or approved venue.

The family day care educator will, to the best of their ability, ensure all child/ren are signed in on the attendance record before parents leave the service.

Delivering children or collecting from another Education and Care Services when walking.

- The educator must ensure that children that have left their care are signed out and children that are entering their care are signed in on Harmony software.
- If a child is unaccounted for at another Education and Care Service, the educator must immediately take all necessary actions to establish the child's whereabouts including:
 - Contacting the child's family
 - Communicating with authorities at the school or other Education and Care Services,
 - Contact AFDC's Coordination Unit.
 - If the child's whereabouts are still unknown, contact emergency services on 000.
- Parents and guardians must inform their educator when child/ren will not be attending the service and do not need to be collected from another location.
- At no time can a child be signed in on the attendance record before they are under the direct supervision of the educator.

Arriving at the Family Day Care Registered Residence or Approved Venue

- The educator must ensure that all children signed in on Harmony are within the registered residence before securing the registered area in a safe manner.

Delivering children or collecting from another Education and Care Services when using a vehicle

- If the educator is parking, the vehicle should be situated in an area that contains the least amount of risk, in accordance with the safe arrival risk assessment.

- The educator must turn off the vehicle, all children are to exit, a head count and roll call is to be performed and a check of the empty vehicle done before leaving to enter the school or other location.
- When returning to the vehicle the educator will ensure that all children are signed in or out on the attendance record.
- The educator, when preparing to leave, will conduct a head count and roll call as each child enters the vehicle.
- The educator must ensure each child is securely in a seat (or car seat) that is legally appropriate for their age.
- The educator is to conduct regular head checks of the number of children, ensuring that it matches the attendance record or roll call.
- If a child is unaccounted for at another Education and Care Service, the educator must immediately take all necessary actions to establish the child's whereabouts including:
 - Contacting the child's family
 - Communicating with authorities at the school or other Education and Care Services,
 - Contact AFDC's Coordination Unit.
 - If the child's whereabouts are still unknown, contact emergency services on 000.
- Parents and guardians must inform their educator when child/ren will not be attending the service and do not need to be collected from another location.
- If required to use the school drop off or collection point, the child is to be safely secured within the vehicle, if this is performed by another adult or by the child, the educator is to perform a check to ensure the process was correct.
- The educator is to visually check that all children have remained secured.
- At no time can the educator leave the vicinity of the vehicle while children are inside.
- At no time can a child be signed in on the attendance record before they are under the direct supervision of the educator.

Arriving at the Family Day Care Registered Residence or Approved Venue

- The educator is to park the vehicle in an area that contains the least amount of risk using the safe arrival risk assessment.
- The educator is to turn off the vehicle, all children are to exit, a visual head count and roll call are to be performed and a check of the empty vehicle done before leaving the vicinity of the vehicle.
- Once inside the service, the educator is to record the number of children present, ensuring that it matches the attendance record.

A Risk Assessment must consider:

- the age, developmental stage, and individual needs of the child,;
- the roles and responsibilities of:
 - I. in the case of a child travelling from one service to another service, the nominated supervisor of each service;
 - II. the child's parents;
 - III. an authorised nominee named in the child's enrolment record;

IV. a person authorised by the child's parent or an authorised nominee named in the child's enrolment record;

- The role and responsibilities of the service of which the child is entering or leaving; the approved provider will develop open communication channels and strategies between families, our service, Educators, and the educational facility.
- The communication arrangements between the service the child is leaving and the service the child is entering including any communication arrangements if the child is missing or cannot be accounted for during the child's travel; the family has read and signed off on the Safe arrival of children authorisation and agreement, including details of travel, method of travel, who to contact regarding changes to routine prior to children travelling between the AFDC
- The procedure to be followed if a child is missing or cannot be accounted for during the child's travel.
- The proposed route and destination, including any proximity to harm and hazards.
- Given the risks posed by the child's travel, the number of educators or other responsible adults that is appropriate to provide supervision. Considering factors such as:
 - the number, ages, and developmental level of children:
 - visibility and accessibility of children by the educator:
 - risks inherent in the mode of travel, environment, location, or route:
 - the experience, knowledge, and skill of each educator:
 - the requirements of the individual children:
 - the capacity of an educator to immediately respond to a situation requiring urgent intervention.
- The process for entering and exiting:
 - the service premises; is the child or person accompanying the child aware of the process for entering or exiting the FDC service.
 - the pickup location or destination (as required).
 - the procedure to be followed by the service to ensure the child leaved the service premises in accordance with regulation 99(4)(b); written authorisation is provided by the parent or authorised nominee on the Safe Arrival of children Authorisation and Agreement form prior to the child travelling between the FDC service and the educational facility.

Appendices

Copies of AFDC's Safe Arrival Risk Assessment and Safe Arrival of Children Authorisation and agreement Form are attached as Appendices to this Policy.